

Workplace Alaska

Class Specification Certification & Licensing Administrator

Created:
06/02/1997 by Rachel Wilson
Finalized on:

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Class Outline Cat: B
Approved by:

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Class Range: 23
Class Status: Active

Category: Professional
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Class Title: Certification & Licensing Administrator
Use MJR Form: Standard

Original Comments:
ORIGINAL

Subsequent Revision Dates/Comments:
9/16/73 - Retitled from Medicare Facilities Certification Administrator.
6/10/77 - Duties, MQs, salary, retitled from Medical Facilities Certification Administrator.
9/1/78 - Def Supv.
2/7/85 - Revision of entire spec.
12/01/1994 - Revision of entire spec and salary range change (CD/NC).
02/01/2005 - Revised specification, title & range change (Powelson)
09/25/2008 - Workplace AK spec revision: Added Census Job Code and AKPAY Code fields; Replaced Category field with Class Outline Category; Updated EEO4, SOC, and Class Code fields; Removed DOT field.

Last Update: **EEO4:** B **SOC:** 11-9111 **Census:** 02

Last Update Comments:

Definition:

Under general administrative direction, the Certification & Licensing Administrator is responsible for statewide licensing of community based homes and programs, and the licensing and certification of all medical/health facilities in conformance with federal and state program standards to ensure the quality of health care services and the safety of clients. The incumbent provides consultative services to State, municipal, and private institutions and organizations.

The Certification & Licensing Administrator is a single position job class with substantial responsibility for the exercise of independent judgement in employing, disciplining, or adjudicating grievances of subordinates.

Distinguishing Characteristics:

The Certification & Licensing Administrator is the senior management and supervisory level. The incumbent manages and directs the work of a team of professionals who conduct on-site inspections and reviews to analyze and evaluate a variety of health care facilities and programs, and community based homes and programs to determine compliance with state and federal laws and standards governing state licensure and Medicare/Medicaid certification requirements.

The Administrator is distinguished from Certification & Licensing Consultant, Health Facilities Surveyors, Community Care Licensing Specialists, and other classes by the Administrator's responsibility for overall management and supervision of all program activities through subordinate supervisors and staff of statewide licensing and certification of medical/health facilities and community-based homes and programs (including assisted living homes for senior citizens, the severely mentally ill and/or developmentally disabled adults). The Administrator's responsibilities include developing policy, preparing budgets, and other administrative functions for these programs.

The Administrator is also distinguished from other job classes by the responsibility to assure appropriate analysis and management of due process requirements and procedures affecting certification and licensing of community based homes/programs, and the licensing and certification of all medical/health facilities in conformance with federal and state program standards, laws, and regulations.

Examples of Duties:

Plan, manage, coordinate and implement all activities related to the survey and certification program for Medicare and Medicaid coverage/payments to health care providers such as hospitals and psychiatric hospitals, independent laboratories, physical, occupational, and speech therapy clinics, rehabilitation facilities, ambulatory surgical centers, home health agencies, rural health clinics, hospices, and birthing centers.

Encourage and assist communities and individual service providers/organizations in operational areas to establish assisted living homes and community-based programs.

Manage and direct the work of managers and staff of the health facility survey and certification programs. Plan, manage, coordinate, and oversee implementation of all activities related to State licensure of health facilities and community-based homes and programs. Make final decisions on regulatory waiver and modification requests.

Establish and maintain cooperative working relationships with other government agencies that compliment the licensing and certification function (e.g., law enforcement, attorney general, district attorney, municipal governments, fire safety, health, Long Term Care Ombudsman, Disability Law Center of Alaska, environmental health and zoning).

Provide leadership, training and direction for the Medicaid institutional utilization control programs, inspection of care, and nursing home authorizations. Monitor Certification and Licensing quality of work and ensure all requirements are met to protect the life, health, and safety of program clients and federal fund participation monies. Oversee decisions related to level of care, admission, and discharge of patients from nursing homes. Oversee the planning, integration, direction, and coordination of the annual on-site inspections/reviews of facilities.

Interpret, instruct, and apply a wide variety of federal and state rules, regulations, and administrative procedures related to specific programs, professional workers, organizations and situations. Identify participating and non-participating facilities. Maintain effective working relationships with representatives of professional groups, organizations, and societies. Encourage and assist health care providers to achieve a better than acceptable level of care.

Serve as the representative of the Division of Public Health and the Office of Rate Setting/Commissioner's Office in matters related to the statewide licensure and certification programs; coordinates activities with other divisions, departments and agencies; arranges for and presents Division position at hearings; participates as a speaker, panelist, or consultant in meetings of professional organizations connected with the State licensure and health care related programs. Assure appropriate and timely investigations when allegations and potential results are severe, complex, lengthy, and often involve multiple charges.

Serve as the representative of the Division of Public Health in matters related to those statewide licensure and certification programs for which the Division is responsible. Coordinate activities with other divisions, departments and agencies. Arrange for and present the Division's position at legislative and other hearings. Participate as a speaker, panelist, or consultant in meetings of professional organizations connected with the licensure and certification of programs regulated by the Department of Health & Social Services and health care related programs.

Develop, establish, and direct implementation of policies and procedures governing the Certification & Licensing Section, its programs and program criteria. Interprets agency policies and programs to professional, health care, and community organizations and others.

Provide overall management and administrative leadership to the Certification & Licensing Section. Set goals and objectives, and establish systems to monitor achievement of same. Determine long-range work plans to best utilize the personnel, time and financial resources of the unit. Develop and execute the program budget. Directly and through lower level supervisors, direct, monitor, and evaluate the effectiveness of staff in carrying out the responsibilities of the unit.

Knowledge, Skills and Abilities:

Thorough knowledge of conditions of participation issued by Federal Health Standards and Quality guidelines issued by the Social Security Administration and the U.S. Department of Health and Human Services policies relating to certification and licensing of community based homes/programs, and the licensing and certification of all medical and health facilities in accord with federal and state program standards.

Thorough knowledge of the full array of community based homes/programs and health care facilities in Alaska and the minimally acceptable levels of care and service delivery associated with each.

Thorough knowledge of rules, regulations, and administrative procedures by which health and social service programs are administered by the Department of Health & Social Services.

Considerable knowledge of and experience in the effective implementation of the principles and techniques of personnel management.

Considerable knowledge of public relations and the legislative process.

Ability to plan and manage the inspection of health care facilities, community assisted living homes for the severely mentally ill and/or developmentally disabled adults, and other health or social services programs, including the evaluation of level of care provided for conformance with appropriate standards.

Ability to exercise judgment in the assessment of provider performance in unusual or atypical situations.

Ability to provide advice and consultation on procedures and requirements for licensing and certification.

Ability to develop and maintain effective working relationships with those contacted in the course of work.

Ability to speak and write effectively; prepare and implement budgets and effectively manage the work of others.

Minimum Qualifications:

A master's degree from an accredited college in public health, health sciences, health services administration, medical social work, medical technology, public health administration, nursing, or a closely related field.

AND EITHER:

Two years of professional experience conducting on-site inspections and reviews to analyze and evaluate a variety of health care facilities

and programs, or home/community based care programs, to determine compliance with State and Federal laws and standards governing State licensure and/or Medicare/Medicaid certification requirements.

OR

Four years of professional experience in the management of health or social services programs. The required experience includes work such as: a manager or assistant manager of a program providing facility or community-based services to at-risk populations (e.g., child placement agency, home health agency, nursing facility, rural health clinic); or administrator of a hospital, assisted living program, long term care facility, or health facilities certification and licensing unit.

Substitution:

Two years of additional qualifying experience will substitute for the required master's degree.

Required Job Qualifications:

(The special note is to be used to explain any additional information an applicant might need in order to understand or answer questions about the minimum qualifications.)

Special Note:

"Management of health or social services programs" requires responsibility for both the supervision of professional staff and management of budget and other resources for the delivery of services or programs.

Minimum Qualification Questions:

Do you have a master's degree from an accredited college in public health, health sciences, health services administration, medical social work, medical technology, public health administration, nursing, or a closely related field?

AND

Do you have two years of professional experience conducting on-site inspections and reviews to analyze and evaluate a variety of health care facilities and programs, or home/community based care programs, to determine compliance with State and Federal laws and standards governing State licensure and/or Medicare/Medicaid certification requirements?

Or Substitution:

Do you have a master's degree from an accredited college in public health, health sciences, health services administration, medical social work, medical technology, public health administration, nursing, or a closely related field?

AND

Do you have four years of professional experience in the management of health or social services programs? The required experience includes work such as: a manager or assistant manager of a program providing facility or community-based services to at-risk populations (e.g., child placement agency, home health agency, nursing facility, rural health clinic); or administrator of a hospital, assisted living program, long term care facility, or health facilities certification and licensing unit.

Or Substitution:

Do you have four years of professional experience conducting on-site inspections and reviews to analyze and evaluate a variety of health care facilities and programs, or home/community based care programs, to determine compliance with State and Federal laws and standards governing State licensure and/or Medicare/Medicaid certification requirements?

Or Substitution:

Do you have six years of professional experience in the management of health or social services programs? The required experience includes work such as: a manager or assistant manager of a program providing facility or community-based services to at-risk populations (e.g., child placement agency, home health agency, nursing facility, rural health clinic); or administrator of a hospital, assisted living program, long term care facility, or health facilities certification and licensing unit.